



# Plan for Drayton Valley Library Re-Opening

Approved by the Library Board: May 21, 2020

Board Chair: Lyndara Cowper-Smith \_\_\_\_\_

## Communication

Any significant change to directives regarding access to facilities and services will be broadcast via:

- Social Media
- Website
- Newsletters
- Signage on entry doors and in library when and where applicable
- Community partners via email

## Staff Safety

- Encourage employees with symptoms such as cough, fever, shortness of breath, runny nose, sore throat or any other symptoms associated with coronavirus to: complete a self-assessment, notify Library administration that they will remain at home and arrange for COVID-19 test.
- Alberta's Chief Medical Officer of Health, Order 05-2020 legally compels individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

**These requirements must be followed regardless of whether the individual has been tested for COVID-19 or not.** (<https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>)

## Work Conditions

- Observe 2m distance between workers and, when possible, stay in personal work zone or office;
- Avoid entering other employee's work zone without permission;
- Wipe down surfaces in common work areas before starting and after completing tasks.

## Scheduling

- Services will be adapted to the level of staff available, ie) if staff are sick or exhibit symptoms; they must stay at home and services may be reduced according to available staffing.

## Pages & Volunteers

- Student Pages not re-hired until September at the earliest and only if restrictions are removed;
- No volunteers until all restrictions are removed.

## Facilities

### Sanitizing

- Cleaning refers to the removal of visible soil. Cleaning does not kill microorganisms but is highly effective at removing them from a surface;
- Disinfecting refers to using a chemical to kill microorganisms on a surface. Disinfecting is only effective after surfaces have been cleaned:
  - For small surface areas - use bleach wipes: **wipe surfaces twice** to clean and disinfect
- For large surface areas - use bleach-water solution: 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Frequently clean and disinfect high-touch/shared surfaces such as:

Doorknobs, light switches, toilet handles, faucets and taps, railings, book cart handles, Phones, computers, remote controls, keyboards, desktops, conference room equipment, cash drawers, surface counters, customer service areas, work areas.

## Collections Handling

### Items Return and Collection Quarantine

- Staff PPE while working:
  - Masks are not required for work when closed to public,
  - Wear gloves and wash hands frequently (at least once per hour) while handling return items.
- Items returned in book drops will be wiped down (covers only) according to sanitizing rules, scanned in and set on book cart;
- Cart shelves will be marked with the date filled and let sit for two days before being shelved;
- Holds request items:
  - Items from ADV/ ADVR shelves are assumed to have been untouched by the public for at least 48 hours;
    - In-house item requests are placed on holds shelf for 24 hours before arranging patron pick-up/ delivery.
  - Items going out or returning via YRL van run are assumed to have been untouched by the public for at least 72 hours;
    - Van delivery item requests are placed on the holds shelf for 24 hours before arranging patron pick-up/ delivery.

### Curbside Services

- Curbside pick-up/ delivery of holds and request items will continue until restrictions lifted;
- Materials will be checked out by staff and placed in DVML bag marked with patron's name, staff initials and date.

## Plan for Phased Re-opening to Public

Drayton Valley Libraries will only open to Public access after approved by Minister of Municipal Affairs - PLSB, and with permission from Town of Drayton Valley Administration. Occupancy restrictions may be imposed as recommended by Alberta Health officials.

### Hours of Operation

- Limit access to computers by appointment;
- Limited hours:
  - Priority Access to vulnerable population (seniors, mobility restricted) only: **9 am to 12 noon**;
  - Daytime hours for general public: **1 pm to 6 pm**;
  - **No Saturdays.**

### Services

- Occupancy restrictions according to Alberta Health recommendations, taking staff into account. ex). if 15 is recommended max occupancy, assume 5 staff and no more than 10 patrons.
  - Sign in sheet at Service Desk (staff sign in public by first name and time);
  - Approved access activities: item check-in/ check-out, computer use, reading/ studying;
  - Not approved access: lounging, loitering, general shelter or non-purposeful activity.
- Exam invigilation by appointment only:
  - At back study tables, in Program Room or in Director's office as needed;
  - Use mobile station laptop: disinfect after each use.

### Service Desk

- Staff encouraged to wear gloves and/or wash/sanitize hands after each transaction;
- Staff encouraged but not required wear mask when at Service Desk;
- One staff in Service Desk area at a time.

### Facility Set-up

- Arrows on floor to direct traffic and dividers to mark in / out traffic;
- Service Desk: tape will be used on floor to indicate waiting spots 2m apart;
  - Sneeze guards to separate staff and public.
- Lounge area: remove couch and arrange chairs at least 2m apart;
- Private study or Wi-Fi access areas: 2 spaces at back study tables marked with signage, 2 in lounge area;
- Public washrooms will remain closed and locked.

### Programs

- All in-person programs (including SRC) suspended until further notice;
- E-programs to continue until restrictions on public gatherings are lifted;
- Resumption of activity as recommended by programmers in consultation with Director

### Computers

- Limit number of active public stations to 5, staggered with sneeze guards between stations
- Remove Children's area computer and toys
- Keyboard, mouse, screen and desk surface to be cleaned after each use with two-wipe rule